

**DATA COLLECTION AND REPORTING  
FOR HUD'S HOMELESS PROGRAMS:**

**HOMELESSNESS PREVENTION AND  
RAPID RE-HOUSING PROGRAM (HPRP)  
QUARTERLY AND ANNUAL PERFORMANCE  
REPORTING**

**OMB PAPERWORK REDUCTION ACT  
SUBMISSION**

**JUNE 2009**

# Table of Contents

---

<b>Part A Justification .....</b>	<b>1</b>
A1 Need and Legal Basis.....	1
A2 Information Users .....	2
A3 Improved Information Technologies .....	5
A4 Duplication of Similar Information .....	6
A5 Small Businesses.....	6
A6 Less Frequent Data Collection.....	7
A7 Special Circumstances .....	7
A8 Federal Register Notice/Outside Consultation.....	7
A9 Payment/Gift to Respondents .....	9
A10 Confidentiality .....	9
A11 Sensitive Questions .....	9
A12 Burden Estimate (Total Hours and Wages) .....	9
A13 Capital Costs .....	11
A14 Cost to the Federal Government .....	11
A15 Program or Burden Changes .....	12
A16 Publication and Tabulation Dates .....	12
A17 Expiration Date .....	12
A18 Certification Statement .....	12
<b>Part B: Statistical Methods .....</b>	<b>13</b>
<b>Attachment A: American Recovery and Reinvestment Act of 2009 .....</b>	<b>14</b>
<b>Attachment B: Homelessness Prevention &amp; Rapid Re-Housing Program (HPRP) Quarterly Performance Report and Supplement: Data Elements, Response Categories, and Justification .....</b>	<b>16</b>
<b>Attachment C: Homelessness Prevention &amp; Rapid Re-Housing Program (HPRP) Annual Performance Report: Data Elements, Response Categories, and Justification .....</b>	<b>23</b>
<b>Attachment D: Federal Register Notice for OMB Clearance .....</b>	<b>27</b>
<b>Supplemental Information: Department of Housing and Urban Development: 2009 Homeless Management Information Systems (HMIS) Data Standards .....</b>	<b>28</b>

# Part A Justification

## A1 Need and Legal Basis

*Why is this information necessary? Identify any legal or administrative requirements that necessitate the collection.*

This request is for clearance of data collection and reporting to enable the U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development (CPD) to monitor grantees that receive funding through the Homeless Prevention and Rapid Re-Housing Program (HPRP). The need and legal basis for these reporting requirements are presented below.

### **Quarterly and Annual Performance Reports for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

The American Recovery and Reinvestment Act of 2009 (the Recovery Act) established the Homelessness Prevention Fund, now called the Homelessness Prevention and Rapid Re-Housing Program (HPRP), to provide homelessness prevention assistance to at-risk households and rapid re-housing assistance to households that are literally homeless. Section 1512 of the Recovery Act requires that all grantees collect data on the use of HPRP funds. In addition, the Act specifically required HPRP grantees to report client-level data, such as demographic characteristics, in a local Homeless Management Information System (HMIS) or comparable database. (See Attachment A.)

HUD outlined the basic requirements for reporting on the HPRP program in its Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009 [Docket No. FR-5309-N-1, March 19, 2009]. (See Supplemental Information.) The Notice indicates that each grantee must prepare and submit the following aggregate reports to HUD:

- An Initial Performance Report, which covers the period between the grant agreement execution date and September 30, 2009, and which will serve as the ***first Quarterly Performance Report and Supplement***;
- Ongoing ***Quarterly Performance Reports***, which will include many of the same items as the first report, and will be due within 10 days of the end of each quarter for the period of program operations; and
- An ***Annual Performance Report*** to be submitted within 60 days of the end of each federal fiscal year.

The information that is requested in these reports will enable HUD to monitor spending and program activity, identify who is being served and what services are being provided, and assess program effectiveness.

On June 16, 2009, HUD received Emergency Clearance from OMB for *quarterly* data collection activities for the Homelessness Prevention and Rapid Re-Housing Program. This revision request is for the full three-year clearance of the HPRP Quarterly Reports *and* the HPRP Annual Performance Report.

## **HPRP and Homeless Management Information Systems (HMIS)**

An HMIS is an electronic data collection system that stores person-level information about homeless persons who access a community's homeless service system. In addition to being a program management tool, HMIS can generate program or aggregate system-wide reports that are used to inform funders about progress and performance. Over the past decade, HUD has supported the development of local HMIS by funding their development and implementation, by providing technical assistance, and by developing national data standards that enable the collection of standardized information on the characteristics, service patterns and service needs of homeless persons within a jurisdiction and across jurisdictions. These standards are described in HUD's Homeless Management Information Systems (HMIS) Data Standards, which received OMB Clearance with the Emergency Package on June 16, 2009. In addition to supporting HPRP data collection, the standards support data collection for HUD's Annual Performance Report for Homeless Assistance Programs and the Annual Homeless Assessment Report.

In conjunction with the addition of HUD's annual reporting requirements for the HPRP program, HUD is revising the data elements. Proposed revised data standards are provided as a supplement to this OMB package.

## **A2 Information Users**

*How is the information collected and how is the information to be used?*

### **HPRP Quarterly Performance Reports (QPR)**

Information for the Quarterly Performance Reports (QPR) will be collected by HPRP subgrantees and recorded in a Homeless Management Information System (HMIS) or comparable system. Subgrantees will submit their data electronically to grantees on a regular basis. Each grantee will aggregate subgrantee information and prepare and submit the Quarterly Performance Report to HUD.

An initial Quarterly Performance Report and Supplement (that provides one-time information on the planned allocation of resources by subgrantee, projected program outputs, plans for targeting

homelessness prevention funds, and plans for data collection and reporting) is due in October 2009 covering the period July 1, 2009 through September 30, 2009. The initial report must also be submitted any time information changes in the resource allocation to subgrantees. Ongoing Quarterly Performance Reports are due beginning in January 2010 (covering the period October 1, 2009 through December 31, 2009), as required by the Recovery Act. All Quarterly Reports must be submitted within 10 days after the end of each fiscal quarter in which HPRP funds are expended.

#### ***Item-by-Item Justification for HPRP Quarterly Performance Reports***

Attachment B lists each data element required for the Quarterly Performance Reports along with the justification for including the data element. This is followed by a list of supplemental data elements required for the first Quarterly Report. All reporting items required by the Office of Management and Budget for Recovery Act grantees (OMB Approval Number 0970-0334) are included in Attachment B along with items that HUD has identified as necessary for program monitoring.

The general topics covered in the Quarterly Performance Reports for HPRP include:

#### **OMB-required ARRA-Performance Progress Report Items**

- **Report Authorizing Information**—Report items include grantee name and contact information, grantee identifiers, reporting period, and certifications.
- **Section 1: Award Recipient Information**—Report items include name of project or activity, total amount of funding, and amount of funds obligated or expended.
- **Section 2: Project/Activity Information**—Report items include description and status of project/activity, and number of jobs retained and created.
- **Section 3: Subawardee of Subcontract Award Information**—Report items include subgrantee name and contact information, amount of award, and award date.
- **Section 4: Subawardee of Subcontract Award Information – Aggregate Report**—Number of subcontracts and subawards that are less than and greater than \$25,000.

#### **HPRP Quarterly Performance Report Data Elements**

**(These items are included in HUD's revised Homeless Management System Data Standards)**

- **Section 5: Grantee Information**—Contact information for individuals completing the report, name of grantee authorizing official, and project identifying information.
- **Section 6: Program Performance**—Number of persons and households served by housing status at entry and by services received, and housing outcomes of persons served.
- **Section 7: Financial Information**—Expenditures by broad eligible activities and by eligible service activities.

**HPRP Quarterly Performance Report SUPPLEMENT Data Elements  
(This information is required for the initial Quarterly Performance Report.)**

- **Section 8: Grant Allocation**—List of all subgrantees, award amounts, and associated eligible activities.
- **Section 9: Projected Program Outputs**—Projected number of persons and households to be served by housing status and eligible service activities.
- **Section 10: Homeless Prevention Targeting**—Factors to be used to prioritize homeless prevention assistance.
- **Section 11: HMIS**—Plan for entering data on households served into HMIS or alternate data system.

**HPRP Annual Performance Report (APR)**

The HPRP Annual Performance Report (APR) is designed to mirror a revised Annual Performance Report that is being developed for recipients of Continuum of Care homeless assistance program funds. Currently, the Department requires that all homeless assistance programs (including the Supportive Housing Program (SHP), the Shelter Plus Care (S+C) Program, and the Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO)) complete an Annual Progress Report approved under OMB Control Number 2506-0145.

A separate OMB Data Collection Request has been prepared to request revisions to reporting requirements for HUD' homeless assistance programs. The report is being renamed the Annual Performance Report for homeless assistance programs. The HPRP Annual Performance Report and the Annual Performance Report for homeless assistance programs both utilize the data elements contained in the HMIS Data Standards.

An Annual Performance Report for HPRP programs must be submitted for each operating year in which HUD funding is provided. A separate report must be submitted for each HUD HPRP grant received. All grantees are required to collect data and prepare annual reports as a condition of funding.

**Item-by-Item Justification for HPRP Annual Reports**

Detailed justification of each data element requested in the HPRP Performance Reports is contained in Attachment C. In general, the Annual Performance Report requirements for HPRP include:

1. **Grantee Information**—basic information about the grantee and subgrantees and the extent to which data on clients served are entered into the community Homeless Management Information System.
2. **Outputs**—counts of persons and households served.

3. **Client Characteristics**—information about all clients served in a project by household type and exit status.
4. **Financial Information**—information about project funding and expenditure and matching amounts.
5. **Program Performance**—information on performance measures by program type.
6. **Narrative**—descriptive information about accomplishments.

## Report Submission

All HPRP Performance Reports will be submitted to HUD electronically via *e-snaps*. The data are used by HUD to assess the performance of individual grantees and to determine grantee compliance with funding requirements, including use of HUD funds for approved purposes. Performance Reports will also be aggregated by program type to provide information on overall program performance and outcomes to HUD staff, other federal agencies, the Congress, and the Office of Management and Budget.

## A3 Improved Information Technologies

*Describe whether, and to what extent, the collection of information is automated (item 13b1 of OMB form 83-i). If it is not automated, explain why not. Also describe any other efforts to reduce burden.*

HUD is implementing a major improvement in information technologies at this time. Performance Reports will be submitted via a web-based reporting tool integrated into HUD's *e-snaps* system. In order to increase the accuracy of the data and reduce burden on grantees and subgrantees, the system will have the following capabilities:

1. ***Some Performance Report information will be pre-filled.*** Portions of the Performance Report will be pre-filled with information from grantee information submitted to HUD.
2. ***Built-in data quality checks.*** The *e-snaps* system will check for data consistency and accuracy as grantees and/or subgrantees complete the Quarterly and Annual Performance Reports and will identify potential data issues for the user prior to submission.
3. ***Multiple reporting modules.*** The web-based Performance Report will contain reporting modules that are specific to each type of grant and program component. Upon entering information about a program's type, the web-based Performance Report will display the questions that apply to that type only.
4. ***Use of pick-lists or drop-down menus.*** The Performance Report will contain drop-down menus where applicable to facilitate reporting and improve data quality.

5. ***Automated calculations.*** Rows or columns shaded in grey will be automatically calculated and thus do not require data entry or manual calculations.
6. ***Other key features include:***
  - Secure data entry (128 bit encryption).
  - User login, save/review, and submit—including user registration with authorizing grantee official verification; data entry, review, edit prior to final submission; and data submission date/time stamp.
  - Electronic signature/approval by authorizing grantee and sponsor officials.
  - Navigation to access different sections/tables sequentially or non-sequentially.
  - Help/look-up features—including highlight text linked to Performance Report instructions, definitions, or the HMIS Data Standards; a link to the full Performance Report instructions; and integrated Help Desk support.
  - Integrated method for HUD review and approval—including interactive messaging with grantee contact to address questions/corrections; and HUD review and approval date/time stamp with grantee notification.

## **A4 Duplication of Similar Information**

*Is this information collected elsewhere? If so, why cannot any similar information already available be used or modified?*

This information is not collected elsewhere.

Quarterly reports are required for Recovery Act programs, including HPRP. HUD has designed a Quarterly Performance Report that will capture all data elements specified by OMB as well as a small number of additional data elements that will assist HUD in effective oversight of program dollars. In an initial Quarterly Performance Report for HPRP Programs, grantees will be asked for one-time information about their plans for deploying HPRP funds, projected beneficiaries, and plans for complying with data collection requirements.

The Annual Performance Report for the HPRP is the only annual report that HUD requires grantees to submit in order for HUD to monitor project progress.

## **A5 Small Businesses**

*Does the collection of information impact small businesses or other small entities (item 5 of OMB form 83-i)? Describe any methods used to minimize burden.*



No small businesses are involved as respondents to this data collection effort. HUD's Performance Reports are completed by grantees (local or state governments) receiving HUD HPRP funding.

## **A6 Less Frequent Data Collection**

*Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.*

The Recovery Act requires that HPRP grantees collect and submit limited data *at least quarterly* on progress and performance. Less frequent data collection is not permitted under this program.

## **A7 Special Circumstances**

The proposed data collection activities are consistent with the guidelines set forth in 5 CFR 1320.6 (Controlling Paperwork Burden on the Public—General Information Collection Guidelines). There are no special circumstances that require deviation from these guidelines.

## **A8 Federal Register Notice/Outside Consultation**

*Identify the date and page number of the Federal Register notice (and provide a copy) soliciting comments on the information. Summarize public comments and describe actions taken by the agency in response to these comments. Describe all efforts to consult with persons outside the agency.*

In accordance with the Paperwork Reduction Act of 1995, the Department of Housing and Urban Development published a notice in the Federal Register in [MMDDYY (Vxx, No.xx, pp. xxxxx-xx)] announcing the agency's intention to request an OMB review of data collection activities for the Homelessness Prevention and Rapid Re-Housing Program. The notice provided a 60-day period for public comments. A copy of the Notice is in Attachment D.

No Public comments have been received.

HUD conducted focus groups and interviews with HPRP stakeholders during February 2009 in order to obtain input on the design of the HPRP program and reporting requirements. A list of organizations and individuals who participated in these meetings is presented in Exhibit A-1.

## Exhibit A-1: Homelessness Prevention Interview and Focus Group Participants

Professional Industry Groups			
1	Colleen	Moore	Council of State and Community Development Agencies
2	Linda	Thompson	Council of State and Community Development Agencies (with representatives from IL, SC, OH, UT, VA, FL, and GA)
3	Eugene	Lowe	US Conference of Mayors
4	Vicki	Watson	National Community Development Association (with representatives from Irving, TX; Quincy, MA; Orlando, FL; Boston, MA; and Birmingham, AL)
5	Mike	Wallace	National League of Cities
6	Daria	Daniel	National Association of Counties
7	Marilina	Sanz	National Association of Counties
8	Jacqueline	Byers	National Association of Counties
9	Joe	Belden	National Housing Council
10	Theresa	Singleton	National Housing Council
Advocacy Groups			
11	Norm	Suchar	National Alliance to End Homelessness
12	Jamie	Burden	National Alliance to End Homelessness
13	Nan	Roman	National Alliance to End Homelessness
14	Carol	Walter	CT Coalition to End Homelessness
15	Charlene	Faherty	Corporation for Supportive Housing
16	Cheryl	Beversdorf	National Coalition for Homeless Veterans
17	Nancy	Bernstein	National AIDS Housing Coalition
Advocacy Groups (continued)			
18	Jonathan	Sherwood	AIDS Housing Corporation
19	Jeremy	Rosen	National Policy and Advocacy Council on Homelessness
20	Laurel	Weir	National Law Center on Poverty and Homelessness
Researchers			
21	Marti	Burt	Urban Institute
22	Mary	Cunningham	Urban Institute
23	Dennis	Culhane	University of Pennsylvania
24	Marybeth	Shinn	New York University
Communities/Prevention Program Providers			
25	Marge	Wherley	Hennepin County, MN
26	Ellen	Howard-Cooper	New York City
27	Jay	Bainbridge	New York City
28	Jennifer	Yeaw	New York City
29	Jaclyn	Moore	New York City
30	Sara	Zuiderveen	New York City
31	Richard	Glickstein	New York City Human Resources Administration
32	Melissa	Mowery	New York City HomeBase provider
33	Renee	Fuller	New York City HomeBase provider
34	Rob	Hess	New York City
35	Suzanne	Wagner	Center for Urban Community Services - Housing Resource Center (NYC)
36	Becky	Hammond	Pickaway County, OH Community Action Agency
37	Keith	McCormish	Public Service Consulting
38	Nick	McCormish	Public Service Consulting
39	Kerry	Shaw	Osteopathic Heritage Foundation
40	Diane	Pfaff	The Alcohol, Drug Addiction and Mental Health Services Board Serving Athens, Hocking, and Vinton Counties (OH)
41	Barbara	Poppe	Community Shelter Board (OH)
42	Debbie	Tegtmeyer	Licking County, OH Coalition for the Homeless
43	Sherry	Allen	Licking County, OH Coalition for the Homeless
44	Kevin	Gillespie	Transitional Youth and Direct Housing Project of Athens and Hocking

			Counties (OH)
45	Tina	Patterson	The Other Place (Dayton, OH)
46	Betsy	Benito	City of Chicago Department of Family and Support Services
47	Nancy	Radner	Chicago Alliance to End Homelessness
48	Nonie	Brennan	The Emergency Fund (Chicago)
49	Marty	Evanson	WI Department of Commerce
50	Adam	Smith	WI Department of Commerce
51	Stephanie	Karpinsky	WI Department of Commerce
52	Darlene	Mathews	Community Partnership for the Prevention of Homelessness (DC)
53	Sue	Marshall	Community Partnership for the Prevention of Homelessness (DC)
54	Kay	Moshier	United Way of Lancaster County (PA)
55	Beth	Stokes	Hamilton Family Center (San Francisco)

## A9 Payment/Gift to Respondents

*Explain any payments or gifts to respondents, other than remuneration of contractors or grantees.*

HUD does not provide remuneration to grantees for completion and submission of Quarterly and Annual Performance Reports.

## A10 Confidentiality

*Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation or agency policy.*

The Quarterly and Annual Performance Reports contain only aggregated data on persons receiving homeless prevention and rapid re-housing services. These reports do not contain any protected personal information.

## A11 Sensitive Questions

*Justify any questions of a sensitive nature, such as sexual, religious beliefs, and other matters that are commonly considered private.*

The Quarterly and Annual Performance Reports do not include questions of a sensitive nature for HUD grantees or subgrantees.

## A12 Burden Estimate (Total Hours and Wages)

*Estimate public burden: number of respondents, frequency of response, annual hour burden. Explain how the burden was estimated.*

The exhibits below demonstrate how the public burden for the HPRP Quarterly and Annual Reports was calculated. The total burden for data collection for both reports over a one year period is estimated at 261,072 hours. This is an increase of 147,420 hours over the previously approved OMB package (OMB Control Number 2506-0186), to reflect the addition of the HPRP Annual Performance Report.

Exhibits A-2 and A-3 provide information on the estimated time and expenditures required to compile data and complete the Quarterly Performance Reports. Total burden for data collection for one year for the Quarterly Performance Reports is estimated at 113,652 hours. The average annual burden for a single HPRP grantee (inclusive of their subgrantees) to compile and submit data for the Quarterly Performance Reports is 210 hours at a cost of \$6,684.30.

**Exhibit A-2: Estimated Annual Burden Hours  
for Quarterly Performance Reports for the HPRP Program**

A	B	C	D	E	F
Recipient Category	Number of Respondents	Total Number of Quarterly Reports Required per Year	Grantee or Subgrantee Burden per Report (Minutes)	Total Burden (Minutes)	Total Burden (Hours)
		B*4		C*D	E/60
<b>HPRP State and Local Government Grantees</b>	540	2,160	3,157*	6,819,120	113,652

\*Includes time for subgrantees to collect and report data to the grantees.

**Exhibit A-3: Estimated Annualized Cost Per Grantee Respondent  
for Quarterly Performance Reporting**

A	B	C	D
Recipient Category	Total Burden Hours Per Grantee for Four Quarterly Reports	Hourly Wage Rate*	Total Respondent Costs
			B*C
<b>HPRP State and Local Government Grantees</b>	210	\$31.83	\$6,684.30

\*Hourly wage rates are based on the 2007 Occupational Employment and Wages published by the Department of Labor (5/9/08). The hourly wage rate in Exhibit 3 represents the average of "Business Operations Specialists, All Others" (\$29.88/hr) and "Data Base Administrators" (\$33.78), assuming an equal proportion of hours required to complete the Performance Report per occupational type.

Exhibits A-4 and A-5 provide information on the estimated time and expenses necessary to compile data and complete the revised Annual Performance Reports for all HPRP for a one-year period. Total burden for data collection for one year for the Annual Performance Reports is estimated at 147,420 hours. The average annual burden for HPRP grantees (and their subgrantees) to compile and submit data for the Annual Performance Reports is 273 hours at a cost of \$8,689.59.

**Exhibit A-4: Estimated Annual Burden Hours for Annual Performance Reports for the HPRP Program**

A	B	C	D	E
Recipient Category	Total Number of Annual Reports	Grantee or Sub-grantee Burden per Annual Report (Minutes)	Total Burden (Minutes)	Total Burden (Hours)
			B*C	D/60
<b>HPRP State and Local Government Grantees</b>	540	16,380*	8,845,200	147,420

\* Includes time for subgrantees to collect and report data to the grantees.

**Exhibit A-5: Estimated Annualized Cost Per Respondent for Annual Performance Reporting**

A	B	C	D
Recipient Category	Total Burden Hours per Annual Report	Hourly Wage Rate*	Total Respondent Costs
			B*C
<b>HPRP State and Local Government Grantees</b>	273	\$31.83	\$8,689.59

\*Hourly wage rates are based on the 2007 Occupational Employment and Wages published by the Department of Labor (5/9/08). The hourly wage rates in Exhibit 2 represent the average of "Business Operations Specialists, All Others" (\$29.88/hr) and "Data Base Administrators" (\$33.78), assuming an equal proportion of hours required to complete the Performance Report per occupational type.

## A13 Capital Costs

*Estimate the annual capital cost to respondents or recordkeepers.*

There are no capital costs for respondents beyond customary or usual business practices or that are not otherwise required to achieve regulatory compliance not associated with the collection of information for purposes of completing the HPRP Quarterly and HPRP Annual Performance Reports.

## A14 Cost to the Federal Government

*Estimate annualized costs to the Federal government.*

The federal costs associated with the HPRP Quarterly and Annual Performance Reports are accounted for as part of overall program oversight and management. It is not possible to separate out any specific costs attributed to the data collection effort that are borne by the government.

## **A15 Program or Burden Changes**

*Explain any program changes or adjustments in burden.*

An OMB request for emergency clearance of HPRP quarterly reporting was approved on June 16, 2009. This revision request is for the full three-year clearance of the HPRP Quarterly Reports *and* the HPRP Annual Performance Report. The addition of the Annual Performance Report results in an increase in burden of 147,420 hours per year.

## **A16 Publication and Tabulation Dates**

*If the information will be published, outline plans for tabulation and publication.*

HPRP Quarterly and HPRP Annual Performance Report data will be entered and stored in the *e-snaps* system. HUD staff will review and assess each HPRP Performance Report to determine compliance with HUD regulations and grantee agreements. Aggregated data from the Performance Reports will be used to report to Congress, OMB, and other stakeholders on program performance on an as requested basis.

## **A17 Expiration Date**

*Explain any request to not display the expiration date.*

The OMB expiration date will be displayed on all data collection instruments. No exceptions are requested.

## **A18 Certification Statement**

*Explain each exception to the certification statement identified in item 19.*

There are no exceptions to the certification.

## **Part B: Statistical Methods**

Since all grantees are required to complete Annual and Quarterly Performance Report, there are no statistical methods used or required for this information collection.

## Attachment A

### American Recovery and Reinvestment Act of 2009

#### H.R. 1. American Recovery and Reinvestment Act of 2009

Title XII Department of Transportation, Housing and Urban Development, and Related Agencies  
- Department of Housing and Urban Development, Community Planning and Development

#### HOMELESSNESS PREVENTION FUND

For homelessness prevention and rapid re-housing activities, \$1,500,000,000, to remain available until September 30, 2011: *Provided*, That funds provided under this heading shall be used for the provision of short-term or medium-term rental assistance; housing relocation and stabilization services including housing search, mediation or outreach to property owners, credit repair, security or utility deposits, utility payments, rental assistance for a final month at a location, moving cost assistance, and case management; or other appropriate activities for homelessness prevention and rapid re-housing of persons who have become homeless: *Provided further*, That grantees receiving such assistance shall collect data on the use of the funds awarded and persons served with this assistance in the HUD Homeless Management Information System (“HMIS”) or other comparable database: *Provided further*, That grantees may use up to 5 percent of any grant for administrative costs: *Provided further*, That funding made available under this heading shall be allocated to eligible grantees (as defined and designated in sections 411 and 412 of subtitle B of title IV of the McKinney-Vento Homeless Assistance Act, (the “Act”)) pursuant to the formula authorized by section 413 of the Act: *Provided further*, That the Secretary may establish a minimum grant size: *Provided further*, That grantees shall expend at least 60 percent of funds within 2 years of the date that funds became available to them for obligation, and 100 percent of funds within 3 years of such date, and the Secretary may recapture unexpended funds in violation of the 2-year expenditure requirement and reallocate such funds to grantees in compliance with that requirement: *Provided further*, That the Secretary may waive statutory or regulatory provisions (except provisions for fair housing, nondiscrimination, labor standards, and the environment) necessary to facilitate the timely expenditure of funds: *Provided further*, That the Secretary shall publish a notice to establish such requirements as may be necessary to carry out the provisions of this section within 30 days of enactment of this Act and that this notice shall take effect upon issuance: *Provided further*, That of the funds provided under this heading, up to .5 percent shall be available for staffing, training, technical assistance, technology, monitoring, research and evaluation activities: *Provided further*, That funds set aside under the previous proviso shall remain available until September 30, 2012: *Provided further*, That any funds made available under this heading used by the Secretary for personnel expenses related to administering funding under this heading shall be transferred to “Community Planning and Development Personnel Compensation and Benefits” and shall retain the terms and conditions



of this account including reprogramming provisions except that the period of availability set forth in the previous proviso shall govern such transferred funds: *Provided further*, That any funds made available under this heading used by the Secretary for training or other administrative expenses shall be transferred to “Administration, Operations, and Management” for non-personnel expenses of the Department of Housing and Urban Development: *Provided further*, That any funding made available under this heading used by the Secretary for technology shall be transferred to “Working Capital Fund.”

## **Attachment B**

### **Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

#### **Quarterly Performance Report and Supplement: Data Elements, Response Categories, and Justification**

**HPRP Quarterly Performance Report:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
<b>OMB ARRA Performance Progress Report Data Elements</b>			
<b>Report Authorizing Information</b>			
1	Name of Awarding Federal Agency or Sub-agency	Federal agency and organization element name	OMB-required ARRA-Performance Progress Report question.
2	Federal Grant/Award Number Assigned by Federal Agency	Federal grant or other identifying number	OMB-required ARRA-Performance Progress Report question.
3	a. DUNS Number b. EIN c. CFDA	DUNS, EIN, CFDA numbers	OMB-required ARRA-Performance Progress Report question.
4	Recipient Organization	Name and complete address including zip code	OMB-required ARRA-Performance Progress Report question.
5	Recipient Identifying Number or Account Number (Optional)	Recipient identifying number or account number	OMB-required ARRA-Performance Progress Report question.
6	Project/Grant Period	Start Date (Month, Day, Year) End Date (Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
7	Reporting Period End Date	(Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
8	Is this the final report for the project/grant period?	Yes/No	OMB-required ARRA-Performance Progress Report question.
9	Report Frequency	Annual, quarterly, semi-annual, other (if other, describe)	OMB-required ARRA-Performance Progress Report question.
10	Performance Narrative – LEAVE BLANK	Describe the Project or Activities for which recovery of funds were expended or obligated.	OMB-required ARRA-Performance Progress Report question.
11	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal Agency	OMB-required ARRA-Performance Progress Report question.
12	Certification	a. Typed or Printed Name and Title of Authorized Certifying Official b. Signature of Authorized Certifying Official c. Telephone d. Email Address e. Date Report Submitted	OMB-required ARRA-Performance Progress Report question.
<b>Section 1: Award Recipient Information</b> (Provide requested information for each project or activity for which recovery funds were expended or obligated.)			
13	Name of Project or Activity	Name of project or activity	OMB-required ARRA-Performance Progress Report question.
14	Total Amount of Recovery Funds Received from Federal Agency Identified in Block 1	Total amount of ARRA funds received	OMB-required ARRA-Performance Progress Report question.
15	Amount of Recovery Funds received that were obligated or expended to projects or activities	Amount of ARRA funds received that were obligated or expended	OMB-required ARRA-Performance Progress Report question.

**HPRP Quarterly Performance Report:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
<b>Section 2: Project / Activity Information</b> (Provide requested information for each project or activity for which recovery funds were expended or obligated.)			
16	Name of Project or Activity	Name of project or activity	OMB-required ARRA-Performance Progress Report question.
17	Description of Project or Activity (Select activity code(s))	Brief description	OMB-required ARRA-Performance Progress Report question.
18	Evaluation of completion status of the project or activity	Not started, Less than 50% completed, Completed 50% or more, Fully completed	OMB-required ARRA-Performance Progress Report question.
19	Estimate of number of jobs created by this project or activity	Estimate of number of jobs created	OMB-required ARRA-Performance Progress Report question.
20	Estimate of number of jobs retained by this project or activity	Estimate of number of jobs retained	OMB-required ARRA-Performance Progress Report question.
21	Describe the employment impact of the Recovery Act funded work	Narrative	OMB-required ARRA-Performance Progress Report question.
<b>Section 3: Subawardee or Subcontract Award Information</b> (Provide requested information for each subawardee or subcontract for which \$25,000 or more of recovery funds were obligated or expended.)			
22	Recipient DUNS Number	DUNS number	OMB-required ARRA-Performance Progress Report question.
23	Award Number or Other Identifying Number Assigned by the Awarding Entity	Award number or other identifying number	OMB-required ARRA-Performance Progress Report question.
24	Recipient Name	Recipient name	OMB-required ARRA-Performance Progress Report question.
25	Recipient Location	Address, City, County, State Postal Code, Zip Code, Congressional District	OMB-required ARRA-Performance Progress Report question.
26	Recipient Type (Select primary category from the list of categories provided in instructions)	Select primary category from the list of categories provided in instructions	OMB-required ARRA-Performance Progress Report question.
27	Recipient Category (Select one or more that apply from the list provided in the instructions.)	Select one or more that apply from the list of categories provided in the instructions.	OMB-required ARRA-Performance Progress Report question.
28	Amount of Contract or Award	Current Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
29	Amount of Contract or Award	Ultimate Contract/Award Value	OMB-required ARRA-Performance Progress Report question.
30	Award Date	(Month, Day, Year)	OMB-required ARRA-Performance Progress Report question.
31	Principal Performance Location	Address, City, County, State Postal Code, Zip Code, Congressional District	OMB-required ARRA-Performance Progress Report question.
32	For the five most highly compensated officers of the entity:	Name Total Compensation	OMB-required ARRA-Performance Progress Report question.
<b>Section 4: Subawardee or Subcontract Award Information – Aggregate Report</b> (Provide requested			

**HPRP Quarterly Performance Report:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
information for aggregate information on subawards and subcontracts for which less than \$25,000 of recovery funds were expended or obligated.			
33	Total Number of Subcontracts and Subawards less than \$25,000/award	Total amount of subcontracts less than \$25,000/award	OMB-required ARRA-Performance Progress Report question.
34	Total Amount of Subcontracts and Subawards equal to or greater than \$25,000/award	Total amount of subcontracts and subawards equal to or greater than \$25,000/award	OMB-required ARRA-Performance Progress Report question.
<b>HPRP Quarterly Performance Report Data Elements*</b>			
<b>Section 5: Grantee Information</b>			
35	Contact Information	Project Name Grantee (or Subgrantee) Grantee (or Subgrantee) Contact Name Title Address Phone Number Fax Number Email Address	Allows HUD (or grantee if subgrantee report) to identify primary grantee contact responsible for information contained in the report.
36	Authorizing Information	Name of Authorized Grantee (or Subgrantee) Official Title/Position	Allows HUD (or grantee if subgrantee report) to identify the authorizing official representing the grantee or subgrantee organizations.
37	Project Information	CoC Number Grantee Identifier Program Identifier Quarterly Period Covered by this Report Administrative Address	Allows HUD (or grantee if subgrantee report) to monitor and verify basic project information per the Grant Agreement.
<b>Section 6: Program Performance</b>			
38	Persons and Households Served by Housing Status at Entry and Eligible Service Activities	Number of unduplicated persons and households served during the quarter and cumulatively since grant execution (unduplicated at subgrantee level) by Homelessness Prevention or Homeless Assistance, as determined by Housing Status at Entry and Service Type:  Financial Assistance: <ul style="list-style-type: none"> <li>○ Short-term rental assistance</li> <li>○ Medium-term rental assistance</li> <li>○ Security deposits (including total with VASH voucher at exit)</li> <li>○ Utility deposits</li> <li>○ Utility payments</li> <li>○ Moving cost assistance</li> <li>○ Motel &amp; hotel vouchers</li> </ul>	Allows HUD (or grantee if subgrantee report) to monitor and verify conformance with projected persons and households to be served by Homelessness Prevention or Homeless Assistance (based on housing status at entry) per HPRP first Quarterly Performance Report Supplement.

**HPRP Quarterly Performance Report:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
		Housing Relocation & Stabilization Services: <ul style="list-style-type: none"> <li>o Case management</li> <li>o Outreach &amp; engagement</li> <li>o Housing search &amp; placement</li> <li>o Legal services</li> <li>o Credit repair</li> </ul>	
39	Housing Outcomes of Persons Served (All Leavers Only)	Total number of unduplicated persons served during the quarter by Destination at exit	Allows HUD (or grantee if subgrantee report) to monitor destination of persons served who left the program as a factor in understanding the client population served and as an indicator of project performance.
<b>Section 7: Financial Information</b>			
40	HPRP Expenditures by Eligible Activity	Expenditures during the quarter and cumulatively since grant execution by activity (Financial Assistance, Housing Relocation & Stabilization Services, Data Collection & Evaluation, and Administration).	Allows HUD (or grantee if subgrantee report) to monitor grantee expenditure of HPRP funds for eligible service activities.
41	HPRP Expenditures by Eligible Service Activities	Expenditures during the quarter and cumulatively since grant execution by Homelessness Prevention or Homeless Assistance (as determined by Homeless Status at Entry) and by Service Type: <p>Financial Assistance:</p> <ul style="list-style-type: none"> <li>o Rental Assistance</li> <li>o Security and utility deposits</li> <li>o Utility payments</li> <li>o Moving cost assistance</li> <li>o Motel &amp; hotel vouchers</li> </ul> <p>Housing Relocation &amp; Stabilization Services:</p> <ul style="list-style-type: none"> <li>o Case management</li> <li>o Outreach &amp; engagement</li> <li>o Housing search &amp; placement</li> <li>o Legal services</li> <li>o Credit repair</li> </ul>	Allows HUD (or grantee if subgrantee report) to monitor and verify grantee expenditure of HPRP funds for eligible activities per Grant Agreement and Initial Performance Report.
<p>* Supplemental elements to those required in ARRA-Performance Progress Report (SF-PPR-Recovery)  Note: ARRA Progress Report elements may not be applicable to all HPRP funded applicants.</p>			

**HPRP Initial Performance Report (Supplement to 1<sup>st</sup> Quarterly Performance Report): Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
<b>Section 8: Grant Allocation</b>			
42	Are HPRP funds being used for "maintenance of effort" (MOE) due to loss of other federal, state or local funding? If yes, what percent of HPRP funding is being used for MOE purposes?	Yes/No If yes, % HPRP for MOE.	Allows HUD (or grantee if subgrantee report) to monitor use of HPRP funds for MOE purposes.
43	Subgrantee Awards and Total by Eligible Activity	List of all subgrantees and award amounts by Homelessness Prevention or Homeless Assistance (rapid rehousing) and by eligible activity (Financial Assistance, Housing Relocation & Stabilization, Data Collection and Evaluation, and Administration)	Allows HUD (or grantee if subgrantee report) to verify basic project information per the Grant Agreement.
<b>Section 9: Projected Program Outputs</b>			
44	Projected Persons and Households to be Served During the Grant Period by Homeless Status at Entry and Eligible Service Activities	<p>Total projected number of unduplicated persons to be served during the grant period (unduplicated at subgrantee level) by Homelessness Prevention or Homeless Assistance (as determined by Homeless Status at Entry) and by Service Type:</p> <p>Financial Assistance:</p> <ul style="list-style-type: none"> <li>○ Short-term rental assistance</li> <li>○ Medium-term rental assistance</li> <li>○ Security deposits</li> <li>○ Utility deposits</li> <li>○ Utility payments</li> <li>○ Moving cost assistance</li> <li>○ Motel &amp; hotel vouchers</li> </ul> <p>Housing Relocation &amp; Stabilization Services:</p> <ul style="list-style-type: none"> <li>○ Case management</li> <li>○ Outreach &amp; engagement</li> <li>○ Housing search &amp; placement</li> <li>○ Legal services</li> <li>○ Credit repair</li> </ul>	Allows HUD (or grantee if subgrantee report) to monitor projected persons to be served by Homelessness Prevention or Homeless Assistance (based on homeless status at entry).
<b>Section 10: Homeless Prevention Targeting</b>			
45	For Homelessness Prevention activities, in addition to HPRP eligibility requirements, are there other risk factors that will be used to determine eligibility and/or prioritization for homelessness prevention assistance? If yes, please identify and provide a brief rationale.	Yes/No If yes, brief narrative	Allows HUD (or grantee if subgrantee report) to monitor grantee client targeting criteria for eligible activities.

**HPRP Initial Performance Report (Supplement to 1<sup>st</sup> Quarterly Performance Report): Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
<b>Section 11: HMIS</b>			
46	Describe the plan for entering data on households served into the HMIS(s) operating in the entitlement jurisdiction (or the CoC(s) where subgrantee will provide services).	Brief narrative	Allows HUD (or grantee if subgrantee report) to monitor plan for entering data into HMIS.
47	If no HMIS is operating in a CoC where an HPFP subgrantee will provide services, describe the plan to ensure data is collected in a comparable data system.	Brief narrative	Allows HUD (or grantee if subgrantee report) to monitor plan for entering data into HMIS.



**Attachment C**  
**Homelessness Prevention & Rapid Re-Housing**  
**Program (HPRP)**  
**Annual Performance Report:**  
**Data Elements, Response Categories, and**  
**Justification**

**HPRP Annual Performance Report Questions:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
<b>Section 1: Grantee Information</b>			
1	Contact Information	Grantee Grantee Identifier PIN Number Contact Name Title Address Phone Number Fax Number Email Address	Allows HUD to identify primary grantee contact responsible for information contained in the report.
2	Authorizing Information	Name of Authorized Grantee Official Title/Position	Allows HUD to identify the authorizing official representing the grantee.
<b>Section 2: Program Outputs</b>			
3	Persons and Households Served by Housing Status at Entry and Eligible Service Activities	Number of unduplicated persons and households served during the quarter and cumulatively since grant execution (unduplicated at subgrantee level) by Homelessness Prevention or Homeless Assistance, as determined by Housing Status at Entry and Service Type:  Financial Assistance: <ul style="list-style-type: none"> <li>○ Rental assistance</li> <li>○ Security and utility deposits</li> <li>○ Utility payments</li> <li>○ Moving cost assistance</li> <li>○ Motel &amp; hotel vouchers</li> </ul> Housing Relocation & Stabilization Services: <ul style="list-style-type: none"> <li>○ Case management</li> <li>○ Outreach &amp; engagement</li> <li>○ Housing search &amp; placement</li> <li>○ Legal services</li> <li>○ Credit repair</li> </ul>	Allows HUD to monitor and verify conformance with projected persons and households to be served by Homelessness Prevention or Homeless Assistance (based on housing status at entry) per HPRP first Quarterly Performance Report Supplement.
<b>Section 3: Client Characteristics</b>			
<b>3.1 Client Characteristics by Household Type (Total Persons, Persons in Households With Children, Persons in Households Without Children)</b>			
4	Gender (All Persons)	Gender of adults Gender of children Gender of persons missing age information	Allows HUD to monitor gender characteristics of clients served as a factor in understanding the client population served.
5	Age (All Persons)	Age Ranges	Allows HUD to monitor age characteristics of clients served as a factor in understanding the client population served.
6	Ethnicity and Race (All Persons)	Ethnicity Race (cross-tabulated with Ethnicity)	Allows HUD to monitor ethnicity and racial characteristics of clients served as factors in understanding the client population served.

**HPRP Annual Performance Report Questions:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
7	Residence Prior to Program Entry (All Persons)	Homeless Situations Institutional Settings Other Locations	Allows HUD to monitor and verify residence prior to program entry of clients served as a factor in understanding the client population served and to verify conformance with client eligibility requirements in Grant Agreement.
8	Veteran Status (Adults Only)	Veteran status	Allows HUD to monitor veteran status of clients served as a factor in understanding the client population served.
<b>3.2 Client Characteristics by Exit Status (Total Persons, Persons Who Exited Program During Year, Persons who Remained in Program at End of Year)</b>			
9	Client Monthly Cash-Income Amount by Entry and Exit Status (All Leavers Only)	Client monthly cash-income amount at program entry Client monthly cash-income amount at program exit	Allows HUD to monitor entry and exit monthly cash-income amounts received by clients who left the program as a factor in understanding the client population served and as an indicator of project performance.
10	Client Monthly Cash-Income Amount by Entry and Exit Status (All Stayers Only)	Client monthly cash-income amount at program entry Client monthly cash-income amount at most recent client assessment	Allows HUD to monitor entry and most recently assessed monthly cash-income amounts received by clients who remained in the program as a factor in understanding the client population served and as an indicator of project performance.
11	Clients' Cash Income Sources by Exit Status (All Persons)	Types of cash-income sources Number of cash-income sources	Allows HUD to monitor type and number of cash-income sources for clients who left the program and clients who stayed in the program as factors in understanding the client population served and as indicators of project performance.
12	Clients' Non-Cash Benefits by Exit Status (All Persons)	Types of non-cash income benefits Number of non-cash income benefits	Allows HUD to monitor type and number of non-cash benefits received by clients who left the program and clients who stayed in the program as factors in understanding the client population served and as indicators of project performance.
13	Housing Status at Exit (All Leavers Only)	Housing status at exit	Allows HUD to monitor housing status at exit of clients who left the program as a factor in understanding

**HPRP Annual Performance Report Questions:  
Data Elements, Response Categories and Justification**

<b>Q #</b>	<b>Title of Question</b>	<b>Response Categories</b>	<b>Justification</b>
			the client population served and as an indicator of project performance.
14	Destination by Household Type and Length of Stay (All Leavers Only)	Permanent destinations Temporary destinations Institutional destinations Other destinations	Allows HUD to monitor destination of clients who left the program by household type as a factor in understanding the client population served and as an indicator of project performance.
<b>Section 4. Financial Information</b>			
15	HPRP Expenditures by Eligible Activity	Expenditures during the quarter and cumulatively since grant execution by activity (Financial Assistance, Housing Relocation & Stabilization Services, Data Collection & Evaluation, and Administration).	Allows HUD to monitor grantee expenditure of HPRP funds for eligible service activities.
16	HPRP Expenditures by Eligible Service Activities	Expenditures during the quarter and cumulatively since grant execution by Homelessness Prevention or Homeless Assistance (as determined by Homeless Status at Entry) and by Service Type:  Financial Assistance: <ul style="list-style-type: none"> <li>o Rental Assistance</li> <li>o Security and utility deposits</li> <li>o Utility payments</li> <li>o Moving cost assistance</li> <li>o Motel &amp; hotel vouchers</li> </ul> Housing Relocation & Stabilization Services: <ul style="list-style-type: none"> <li>o Case management</li> <li>o Outreach &amp; engagement</li> <li>o Housing search &amp; placement</li> <li>o Legal services</li> <li>o Credit repair</li> </ul>	Allows HUD to monitor and verify grantee expenditure of HPRP funds for eligible activities per Grant Agreement and Initial Performance Report.
<b>Section 5: Program Performance</b>			
17	Primary Performance Measures	Homelessness Prevention & Re-housing Programs	Allows HUD to monitor and verify client change with respect to housing stability and income as indicators of project performance and conformance with Grant Agreement.
<b>Section 6: Narrative</b>			
18	Significant Program Accomplishments	Describe any significant accomplishments achieved by your program during the operating year.	Allows HUD to monitor additional significant program accomplishments as a factor in understanding overall project performance.
19	Additional Comments (Optional)	Provide any additional comments on other areas of the Progress Report that need explanation, such as differences in anticipated and actual program outputs, bed utilization, etc.	Allows HUD to review additional grantee comments and explanations regarding one or more APR responses.

## **Attachment D**

### **Federal Register Notice for OMB Clearance**

Add Text Here.

## **Supplemental Information**

### **Department of Housing and Urban Development: 2009 Homeless Management Information Systems (HMIS)**

#### **Data Standards**

[See separate document.]